



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Developmental Disabilities Administration (DDA)
201 W. Preston Street • Baltimore, Maryland 21201

Larry J. Hogan Jr., Governor – Boyd K. Rutherford, Lt. Governor – Van Mitchell., Secretary

Date: 10/23/2015

To: DDA Residential Providers *var*

From: Valerie A. Roddy, Deputy Director

Re: **Transition of the Calculation of Contribution to Cost of Care (CTC) to EDD**

Transmittal #: DDA2015017

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS. TO REQUEST ANOTHER FORMAT, PLEASE CONTACT HELPDESK.dda@MARYLAND.GOV.

Effective November 1, 2015, the calculation of contribution to cost of care will **completely** transition to the Eligibility Determination Division (EDD), and the PCIS2 CTC form will be disabled for all DDA individuals. In other words, as of November 1st residential providers will **no longer be allowed** to calculate contribution to cost of care for **any** DDA residential participant, and must **only** collect the cost of care amount calculated by EDD. This amount is provided both on the EDD letters mailed to individuals and in PCIS2 under the existing contribution to care screens (loaded no later than the 5th of each month.) Consequently, providers' payments will be reduced by the EDD calculated cost of care.

Since many individual's cost of care and/or waiver eligibility may change, for November's cost of care amount, there will be no notifications from PCIS2 regarding changes in an individual's waiver eligibility and/or whether or not the PCIS2 CTC form should be completed. Therefore providers should review **all** individual's cost of care amounts in PCIS2. Beginning in December, PCIS2 will notify providers if there is a change in the individual's CTC from the previous month to the current month for the provider to review and collect accordingly.

CTC error updates will be eliminated beginning November 1st, as EDD will be the single agency responsible for calculating cost of care. Providers must submit CTC error updates for the first four months of FY15 by November 15th. Any error updates submitted outside of this deadline will not be

processed by the DDA, and must be reported in the provider's annual cost report for reconciliation by the Department of Cost Accounting and Reimbursements (DCAR).

C: DDA HelpDesk
Regional Fiscal Officers